

## 840 CMR: PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION COMMISSION

### 840 CMR 2.00: RETIREMENT BOARD TRAVEL

#### 2.06 Transportation

1. Cost effective public conveyances, (airline, train, bus, automobile rental, taxi, or other form of transportation) shall be utilized.
2. All travel should be at the lowest fare available, generally economy/coach fare. The Board may, by supplementary regulation, submitted and approved by the Commission, establish routing criteria, for example, requiring no more than one interim stop each way; not requiring more than one scheduled airplane transfer each way; and allowing for reasonable departure and arrival times.
3. A Retirement Board shall not make payment or reimbursement for airline club memberships.
4. If a Retirement Board authorizes the use of rental cars, the Board may, by supplementary regulation, submitted and approved by the Commission establish that the source of such cars shall be a national rental agency, and that the rental cars shall be "standard class". It is the traveler's responsibility to verify that the rate charged is the rate negotiated.
5. The Retirement Board shall determine whether optional insurance coverage for rental cars will be required.
6. Any motor vehicle accidents, which occur while using a rental car while on Board-approved travel, are to be reported as soon as practicable, in writing to the appropriate authorities, with copies of all such reports provided to the Board.
7. No reimbursements shall be made for fines or other expenses incurred as a result of traffic violations while on Board-approved travel. The traveler is personally responsible for such expenses.
8. The Retirement Board shall, by supplementary regulation, submitted and approved by the Commission, establish the allowable rate of reimbursement for use of personal motor vehicle. The per mile rate of reimbursement shall not exceed the amount allowed by the Internal Revenue Service. Parking fees and toll charges may be reimbursed, subject to proper documentation.